

TO: Administrative Model and Funding Work Group

FROM: Co-Chairs Edgar and Euclide

RE: Public Benefits Fund – Role Definitions

---

**1. Oversight agency/board (PSC? DOA? Other?)**

This is the body that determines overall vision, big picture objectives, performance goals/standards, and appropriate high-level policy decisions. They are ultimately accountable. They should oversee/coordinate 3 areas:

- ⇒ Stakeholder input (utilities/public/business/etc) – big picture
- ⇒ Program Administration
- ⇒ Evaluation

**2. Program Administrator(s) (often referred to as “3<sup>rd</sup> Party Administrator”)**

This is the organization that’s ultimately responsible for delivering the results. They take the big picture objectives, goals, policies, etc. and translate them into appropriate programs to deliver the results. They solicit and award contracts to market providers (see below) who can achieve various pieces of the goal. The Administrator’s functions include:

- ⇒ Program/service identification/design
- ⇒ Program logic models
- ⇒ Procurement and contract management
- ⇒ Coordination and integration among programs
- ⇒ Communications
- ⇒ Financial processing and tracking
- ⇒ Data tracking and storage
- ⇒ Quality Control
- ⇒ May be involved in some direct delivery of services

**3. Program Implementers/Deliverers**

These are the organizations and companies that get involved with direct delivery of services to customers. They would respond to a competitive bid process conducted by the program administrator. They would be under contract to the program administrator, with appropriate performance goals.

- ⇒ Program design
- ⇒ Marketing
- ⇒ Data collection
- ⇒ Customer service
- ⇒ Education and training
- ⇒ Research and technology development
- ⇒ Market channel/trade ally interaction